

Florida Department of Agriculture and Consumer Services  
Division of Consumer Services



NICOLE "NIKKI" FRIED  
COMMISSIONER

**MOTOR VEHICLE REPAIR  
REGISTRATION APPLICATION**

Section 559.904, Florida Statutes  
Rule 5J-12.002, Florida Administrative Code

1-800-HELP-FLA (435-7352) • (850) 410-3800  
[www.FDACS.gov](http://www.FDACS.gov) • (850) 410-3804 Fax

Make Non-Refundable Check or  
Money Order payable to FDACS and  
remit with application to:

FDACS  
P.O. Box 6700  
Tallahassee, FL 32314-6700

All documents and attachments submitted with this application may be subject to public review pursuant to Chapter 119, F.S.  
PLEASE TYPE OR PRINT.

**Business Information**

Please Select one:  New Filing  Change of Owner: \_\_\_\_\_  Renewal \_\_\_\_\_  
(If you have recently purchased an existing motor vehicle repair shop, please check both boxes) Previous MV# MV# DTN#

1. **Business Name** (as registered with the Florida Department of State, Division of Corporations):

2. **Fictitious (DBA) Name** (as registered with the Florida Department of State, Division of Corporations):

3. **Form of Organization:**

- Sole Proprietorship  Corporation  Limited Liability Partnership  
 Limited Liability Company  Partnership  Other (please describe):

4. **Business Street Address** (include APT or SUITE # in all address lines):

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address (if different from above):

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number:  
( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Fax Number:  
( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email Address\*:

Website:

\* Future correspondence may be electronic, so please ensure the provided email address is accurate and valid.

F&A Use Only

Motor Vehicle Repair  
Org Code: 42 10 06 25 000  
EO: A2  
Object Code: 001161 \$100/\$300/\$600

**5. Federal Employer ID Number (FEIN):**

\_\_\_\_\_ - \_\_\_\_\_

**6. Enter the name and address of the individual owner, or all general partners, or all corporate officers and directors.**  
(Attach additional copies as needed using the same format) [s. 559.904(10), F.S.]

<b>Name:</b>				<b>Title:</b>			
_____							
<b>Address:</b>	_____						
_____							
<b>City:</b>				<b>State:</b>	<b>Zip Code:</b>		
_____ - _____							
<b>Telephone Number:</b>							
( _____ ) _____ - _____							

<b>Name:</b>				<b>Title:</b>			
_____							
<b>Address:</b>	_____						
_____							
<b>City:</b>				<b>State:</b>	<b>Zip Code:</b>		
_____ - _____							
<b>Telephone Number:</b>							
( _____ ) _____ - _____							

**7. Check Yes or No for each response. If Yes, provide on a separate sheet, the name of such person, the nature of the offense, the court having jurisdiction, the disposition of the offense, the date of disposition, and any other pertinent information. Have any persons listed in question #6:**

- Yes**    **No**   Failed to satisfy a civil fine, administrative fine, or other penalty arising out of any administrative or enforcement action brought by any governmental agency based upon conduct involving fraud or dishonest dealing, or any violation of the Florida Motor Vehicle Repair Act;
- Yes**    **No**   Had against them any civil, criminal, or administrative adjudication in any jurisdiction within the last five (5) years based upon conduct involving fraud, dishonest dealing, or any violation of the Florida Motor Vehicle Repair Act;
- Yes**    **No**   Had a judgment entered against them within the last five (5) years in any action brought by the department or the state attorney pursuant to the Florida Deceptive and Unfair Trade Practices Act or the Florida Motor Vehicle Repair Act.

**Additional Requirements**

**8.** Please submit copies of all licenses, permits, and certifications obtained by the applicant or employees of the applicant.  
[s. 559.904(1)(d), F.S.]

**9.** \_\_\_\_\_ Number of employees which the applicant intends to employ or which are currently employed. [s. 559.904(1)(e), F.S.]

**10.** A copy of your Estimate and Invoice Forms. [s. 559.904(4), F.S.] For renewals, you must send in a copy of your Estimate and Invoice Form if the original form filed by the applicant has been changed, altered, or revised. See the Estimate and Invoice Requirements for statutorily required provisions and sample Estimate and Invoice forms at <https://www.FDACS.gov/Business-Services/Motor-Vehicle-Repair>.

## Fees

**11. NO FEE IS REQUIRED** if your repair shop is located in **BROWARD COUNTY** or **MIAMI-DADE COUNTY** or your shop is a licensed **MOTOR VEHICLE DEALER** and you provide the following:

- BROWARD COUNTY** shops must attach a copy of their current Broward AR or AB license to this application. There are \_\_\_\_ individuals who perform repairs at this location.
- MIAMI-DADE COUNTY** shops must attach a copy of their current Miami-Dade MVR registration to this application. There are \_\_\_\_ individuals who perform repairs at this location.
- MOTOR VEHICLE DEALERS** licensed by the Florida Department of Highway Safety and Motor Vehicles must attach a copy of their current DHSMV license to this application.

**IF YOU ARE UNABLE TO ATTACH A CURRENT COPY OF YOUR LICENSE OR CERTIFICATE  
YOU MUST USE THE FEE SCHEDULE LISTED BELOW.**

**12. Biennial Registration Fee Schedule. Select one.**

- 1 – 5 individuals who perform repairs at this location **\$100 for two year registration**
- 6 – 10 individuals who perform repairs at this location **\$300 for two year registration**
- 11 or more individuals who perform repairs at this location **\$600 for two year registration**

**NOTE:** Active duty military, honorably discharged veterans, military spouses or surviving spouses may be eligible for a waiver of the registration fee. See section 559.904(3), Florida Statutes, and rule 5J-12.002, Florida Administrative Code for eligibility requirements.

## Preparer Information

**Prepared By** *(please print name):*

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**Title of Preparer:**

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**Telephone Number of Preparer:**

( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

## Application Certification

I am empowered to execute this application on behalf of the above named entity or individual.

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Print Name of Applicant

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Title and Phone Number

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Signature of Applicant

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Date